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ABSTRACT

A New York State survey, answered by 213 language supervisors, reveals significant trends in foreign language supervision throughout the state. The questionnaire and its answers are provided here, and include the following topics: official title; actual function; presence of other evaluators; number of schools and teachers supervised; teaching duties; range of responsibility; superiors; certification; salary; district policy on type and number of observations; evaluation forms; observational styles and systems; and involvement in curriculum development. The survey was discussed by the State Association of Foreign Language Teachers Committee on Supervisors in October, 1975. (CHK)

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SURVEY OF FOREIGN LANGUAGE CHAIRPERSONS & SUPERVISORS IN NEW YORK STATE

Marcella DeMuth, Chairperson, Standing Committee on Supervision

This survey, to which there were 213 respondents, provides significant trends in foreign language supervision throughout the state. Their implications were discussed at the meeting of the Committee on Supervision at the Concord on Wednesday, October 15, 1975. The survey provided answers to the following questions:

1. What is your official title?
   a. District Director of Foreign Languages – 5
   b. District Supervisor of Foreign Languages – 11
   c. District Foreign Language Coordinator – 18
   d. Building Foreign Language Chairperson – 123
   e. Interdisciplinary Chairperson – 7
   f. Other:
   Curriculum Supervisor, Foreign Languages & Social Studies – 1
   Middle School Foreign Language Team Leader – 1
   Lead Teacher – 1
   Curriculum Associates for the Arts – 2
   Coordinator of Special Programs for Non-English speaking children – 1
   District Chairperson – 6
   Building Co-chairperson – 2
   Resource & Liaison Person – 1
   Modern Languages Head – 1
   Coordinator – 2
   Asst. Principal – 4
   Coordinator of Language Arts – 1
   State Supervisor of Foreign Language Study – 1
2. Before answering the next question please read carefully the definitions of a supervisor and an evaluator:

   SUPERVISOR: is a curriculum leader, responsible for the instructional program and teacher improvement, without an evaluation function.

   EVALUATOR: is a person responsible for evaluating the performance of foreign language teachers through observations.

   Which of the following best describes your function?
   a. Evaluator and Supervisor – 162
   b. Evaluator – 14
   c. Supervisor – 30
   d. None of the above – 4
   e. – Responsibility, no authority; Supervision 90%, Educating 10%
   – Supervision, no emphasis on teaching improvement
   – Curriculum: must improve teaching and evaluation
3. Are other administrators involved in the evaluation of foreign language teachers in your district?
   a. Yes – 185
   b. No – 26
   No Answer – 2
   – Principal, but he never does.
   – Really done by principal.
   – Principal for probationary teachers.
   – None in department now.
   – Position dissolved after this year.
4. In how many schools do you work?
   a. One – 144
   b. Two – 34
   c. Three – 15
   d. Four – 7
   e. More than four? How many?
   Seven – 4
   Twenty-four – 1
   Ten – 1
   Eleven – 1
   Six – 1
   College – 1
5. How many teachers do you supervise?
   a. 1-2 – 11
   b. 3-6 – 83
   c. 7-12 – 75
   d. 13-20 – 41
   e. 21 or more? How many?
   21 – 1
   28 – 2
   45 – 1
   30 – 1
   155 – 1
   22 – 1
   54 – 1
   100 – 1
   33 – 1
   52 – 1
   31 – 1
6. How many classes do you teach?
   a. None – 17
   b. 1 – 10
   c. 2 – 33
   d. 3 – 59
   e. 4 or more – 92

7. Are you involved in the hiring process?
   a. Yes – 188
   b. No – 24
   Other: Sometimes – 1
   Both apply in my school as chairperson – maybe in other schools – 1
8. What is the range of your responsibility?
   a. FLES – Senior High School – 16
   b. Middle School – 2
   c. Junior High School – 41
   d. Senior High School – 70
   e. Junior and Senior High School – 68
   f. Other: FLES – no official voice – 1
      Bilingual Ed. – 1
      FLES & Junior High School – 1
9. To whom are you directly responsible?
   a. District Principal – 19
   b. Building Principal – 143
   c. Asst. Superintendent – 27
   d. Superintendent – 5
   e. None of the above – 1
   f. Other: Bldg. Prin. & Asst. Supt. – 1
      Dean of Instruction – 1
      Headmaster – 2
      Asst. Prin. for Curriculum & Personnel – 1
      Prin. or Asst. Principal – 2
      Chief of the Bureau of Foreign Language Education – 1
      Bldg. Prin. & Supt. – 1
      Jr. Sr. H.S.; Bilingual – ??
      Elem – 1
      K-12 – 1
      Director of Special Serv. – 1
      Asst. Dist. Prin. – 1
      Director of Instruction for Curriculum – 1
10. What certification do you hold (indicate most advanced)?
   a. Foreign Language Teacher – 79
   b. Supervisor – 79
   c. Building Administrator – 44
   d. District Administrator – 14
   e. Other: Admin. & Supv. – 3
      Prov. School Admin. Cert. – 1
      N-6 Reading – 1
11. What is the method of compensation for supervision?
   a. Index – 45
      – Plus percentage of salary. Percentages vary from 1.05%-10%
      – Dependent on number of teachers in department
      – Above teacher salary. From $590-$3000
   b. Fixed amount: How Much? – 75
      – From $13,000-$25,400
   c. Fixed amount – dependent on size of department – 44
      – $400 + $50 non-tenured teachers and $35 tenured teachers
      – $100 per teacher
      – $35 per teacher
      – $65 per teacher
      – up to 4 teachers $590; over 4 – $890
      – 5 teachers $600; 6-8 $750; 9-10 $900
12. To which bargaining unit do you belong?
   a. Supervisory unit – 13
   b. Teachers' unit – 109
   c. Administrators – 27
   d. Supervisory and teacher – 8
   e. Supervisory and administration – 37
   f. None – 17
13. Is there a district policy on observations (e.g.: number that must be made per year, per teacher?)
   a. Yes – 179
   b. No – 30
   – Only non-tenured teachers
   – Not by Dept. Chairpersons
   – Unwritten guidelines
   – Done by Administrators
   – None for tenured teachers
14. If you answered "yes" to Question 13, what is the minimum number of observations required for non-tenured teachers per year?
   a. 1-3 – 91
   b. 4-6 – 75
   c. 7-9 – 4
   d. 10-12 – 0
   e. Not specified – 9
15. If you answered "yes" to Question 13, what is the minimum number of observations required for tenured teachers per year?
   a. 1-3 – 124
   b. 4-6 – 46
   c. 7-9 – 3
   d. 10-12 – 0
   e. Not specified – 23
16. According to district policy, observations are:
   a. announced – 28
   b. unannounced – 17
   c. both – 87
   d. no policy – 69
17. Is there an official form used for reporting observations?
   a. Yes – 179
   b. No – 34

18. If you answered "yes" to Question 17, which of the following most closely describes the form?
    a. Check list – 1
    b. Narrative – 53
    c. Combination of 1 and 2 – 66
    d. Other – 11
    – Letter to Teacher – 2
19. Is there an official form used for reporting end-of-year evaluation?
    a. Yes – 109
    b. No – 81
    Comments: Form for tenure year
    Form available – not mandated
20. If you answered "yes" to Question 19, which of the following most closely describes the form used?
    a. Check list – 16
    b. Narrative – 45
    c. Combination of 1 and 2 – 56
    d. Other – 14
    Comments: Personal letter
    Final evaluation based on "goals" teacher set for himself
    Changing to a checklist
21. Which of the following best describes your style of supervision?
    a. Clinical (pre- and post-observation conferences) – 25
    b. Exemplary (giving demonstrations) – 2
    c. Informal – 35
    d. Mutual goal-setting – 2
    e. Combinations of the above – 146
22. Do you use observational systems as a supervisor (e.g.: Flanders Interaction Analysis – or any others)?
    a. Yes – 16
    b. No – 186
23. If you answered "yes" to Question 22, which of the following types do you use?
    a. Verbal – 6
    b. Non-verbal – 1
    c. Combination of 1 and 2 – 10
    d. Other – 2
    No answer – 180
24. Do you do demonstration teaching?
    a. Yes – 86 Only on occasion
    b. No – 121
    – but would like to
    – have done some
    – not as a rule, only occasionally
    – not at the present time
    – we observe each other
25. In addition to your involvement in curriculum development, if you also have a voice in developing school or district policy, which of the following best describes your involvement?
    a. Building chairpersons meeting – 107
    b. Building committee assignments – 18
    c. Meetings of district administrators – 29
    d. District-wide committee – 20
    e. All of the above – 52
    f. None of the above – 9
    No answer – 5
26. Do you hold departmental meetings?
    a. Yes – 209
    b. No – 4
27. If you answered "yes" to Question 26, how often do you meet?
    a. Weekly – 15
    b. Twice a month – 16
    c. Monthly – 104
    d. As needed – 74
28. How is the funding allocated for conferences in your school system?
    a. Separate code for chairpersons – 34
    b. Separate code for each building – 45
    c. Common fund for all personnel – 87
    d. No allocation – 33
29. What is the policy in your department for attending conferences?
    a. Only the chairperson attends – 17
    b. Only senior members attend on a rotating basis – 2
    c. All members are given the opportunity on a rotating basis – 118
    d. Other – 57
    Comments: No provision
    – I select person who would benefit and help department
    – Some never want to
    – Individual requests considered
    – No conference funds for past few years
    – Chairperson will go in place of individual if need arises
    – All according to interest and possibility
    – All at own expense
    – All encouraged (except supervisor) by interest and/or need
    – One foreign language teacher per conference
30. How important do you feel your role actually is in terms of the district's language program?
    a. Essential – 98
    b. Reasonably important – 69
    c. Insignificant – 24
    Comments: Without my position Foreign Language Dept. would dwindle to half of present size
    – I am also Union President